

I-9 Verifiers Quick Reference Guide

Website	https://hrx.talx.com/webmanager/LoginClientKey.aspx
Employer Code	15716

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PREREQUISITES

- Before a user is authorized to work in the application, the following prerequisites must be met:
 - The ADI9 Computer Based Training (CBT) must be taken. Your agency HR will show you how to register for and take this class.
 - A user profile must be created: advise your agency I-9 Lead after you have taken the CBT so he or she knows to create your profile in the application.
-

ACCESSING THE APPLICATION

Log In

1

- Log into the application – the web address is on the first page of the document.
- The employer code is always 15716.
- Check the “Remember my Employer Code on this Computer?” box.

User ID

2

- User ID = your 3 initials (small letters)+ the last 5 digits of your EIN. If you do not have a middle initial, use the letter “x”.
- Example: John H. Smith, EIN 123456 – User ID = jsh23456
- Example Marie Parker, EIN 87457 – User ID = mxp87457

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PIN

- The default pin is the 4-digit year you were born + the last 4 of your social security number.
- Click Log in after entering your PIN.
- After you log in for the first time, you will be invited to answer 6 security questions and change your PIN.

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Forgot PIN

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- Follow steps 1 and 2 above.
- Click on the “Forgot your PIN?” link
- One of your security questions will pop up
- After you correctly answer the security question, a screen inviting you to create a new PIN will appear

COMPLIANCE CENTER

Home Privacy Policy

Log In

State of Arizona

Enter your PIN.

PIN:

Forgot your PIN?

< Back Log In

Terms and Conditions

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COMPLETING SECTION 2 OF THE I-9

Lookup the New Hire

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- Click on the Lookup link.

COMPLIANCE CENTER Privacy Policy Logout Welcome: John Sheller

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Filter Off

Alerts 0
Tasks Not Started 0
Tasks Not Completed 0

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- Exports
- Import/Export Logs
- Settings

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- Find the new hire by either
- Entering the last 4 digits of the new hire's social security number
- Entering the first name and last name – not that partial values will work. So for John Parker only the letters Jo (first name) and Pa (last name) will yield a result.
- Click View

COMPLIANCE CENTER Privacy Policy Logout Welcome: John Sheller

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Filter Off

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- Exports
- Import/Export Logs
- Settings

Lookup

Last 4 of SSN

First Name * Last Name * View

* = partial values acceptable

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- All employees that meet the lookup criteria will display. Click on the employee name for the I-9 you wish to complete.

COMPLIANCE CENTER Privacy Policy Logout Welcome: John Sheller

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Filter Off

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- Exports
- Import/Export Logs
- Settings

Lookup

Last 4 of SSN

First Name * jo Last Name * sh View

* = partial values acceptable

Name	Social Security Number	Location Position	Creation Date Start Date	State
Sheller, John	XXXX-XX-XXXX	ADHRDAD-HUMAN RESOURCES DIVISION DEPT OF ADMINISTRATION	04/14/2014 05:41 PM 05/01/2014	Process Terminated
Sheller, John	XXXX-XX-XXXX	ADHRDAD-HUMAN RESOURCES DIVISION DEPT OF ADMINISTRATION	04/04/2014 11:46 AM 05/01/2014	Filling Out E-Signature

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Completing Section 2

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- The employee summary page will display.
- Click on the Complete I-9 button

COMPLIANCE CENTER Privacy Policy Logout Welcome: Camille Lawrence

State of Arizona ACTIVE DIVISION State of Arizona

Current Filter Settings Filter Off

webManager Menu

- Lookup
- Workflow Summary
- Create Packet
- User Management
- Tasks
- Alerts
- I-9 Management
- Exports
- Import/Export Logs
- Settings

Summary

Adame, Samantha L. [Return to Lookup](#)

Packet Information	Documents	Tasks	Notes	Workflow History	Activities
Reference ID					Reset Password
Social Security Number					Take Action
Full Name					Resend Invitation
Street Address					Complete I-9
Telephone Number					Employment Center
E-mail Address					Screening
Location	DC21CDC-OFNDR OPS-COTA CADETS				Cancel Packet
Position	COTA				
Start Date					
Creation Date	9/11/2015 11:15 AM				
Created By					
Workflow State	Documents Complete - Waiting for Section 2 of I9				
Tax Credit Eligibility					
I-9 Status	Pending				
Exempt from Overtime *					

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- Ensure the Employment Date field is populated. If not, enter the first day of work.
- Click on "Review/Change Section 1 Information"

I-9 MANAGEMENT Home Privacy Policy Help Logout Test Two (State of Arizona)

Section 2 - Employee Review and Verification

Please enter the employment information and the document(s) presented by the employee. The employee must provide a photo ID to prove their identity.

Employee: Joe DIT

Employment Date: 5/11/2015 [Auto Fill](#)

Location: ADHRD-HUMAN RESOURCES DIVISION

[Review/Change Section 1 Information](#)
[View and Print or Email Employee Record](#)

Select the set of document(s) presented by the employee:
 The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1 List A OR 1 List B and 1 List C document.
 A receipt indicating that an individual has scored for an Initial Employment Authorization Document (Form I-766) or for an extension of an existing Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment starts fewer than three business days.

☐ List A
 List A proves identity AND work authorization: ☐ Receipt (e.g., replacement) [What's This?](#)

☒ List B and C
 List B proves identity: ☐ Receipt (e.g., replacement) [What's This?](#)
 List C proves work authorization: ☐ Receipt (e.g., replacement) [What's This?](#)

☐ Employee terminated before completing I-9

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- Review the Section 1 information and correct any errors or typos.
- Click "Continue"

I-9 MANAGEMENT

Home Privacy Policy Help Logout Test This Date of Entry

Employment Eligibility Verification USCIS Form I-9
Department of Homeland Security
U.S. Citizenship and Immigration Services

PLEASE READ: Read instructions carefully before completing this form. The instructions must be available during completion of this form. ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against unauthorized individuals. Employees CANNOT specify which document(s) they rely upon from an employee. The failure to hire an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

[US Instructions](#) [US Instructions](#)

Section 1. Employee Information and Attestation (Employee must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)

Does the employee qualify for special placement? ☐ Yes ☒ No (Under This)

Last Name (Family Name) First Name (Given Name) Middle Initial Other Names Used (If any)
Jackson Samuel
Address (Street Number and Name) Apt Number City or Town State Zip Code
1234 Sunshine Street Phoenix AZ 85007
Date of Birth U.S. Social Security Number Email Address Telephone Number
01/01/1975 000000000 sample.lastname@domain.com (optional) 602-123-4567 (optional)
Immigrant? ☐ Yes ☒ No (If Yes, specify date of arrival)
Location: ACHMOAD-HUMAN RESOURCES DIVISION
Employment Date: 05/15/2015

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):
☒ A citizen of the United States
☐ A noncitizen national of the United States (see instructions)
☐ An alien permanent resident (Alien Registration Number/USCIS Number) _____
☐ An alien authorized to work under temporary employment authorization (see instructions) _____
☐ Employee is an alien whose employment authorization does not expire (such as refugees, asylees, and certain citizens of the Federated States of Micronesia, the Republic of the Marshall Islands, or Palau; see instructions)
For aliens authorized to work, provide your Alien Registration Number/USCIS Number OR Form I-94 Admission Number:
1. Alien Registration Number/USCIS Number: _____
OR
2. Form I-94 Admission: _____
If you obtained your admission number (Form I-94) from CBP (Customs and Border Protection) in connection with your arrival in the United States, include the following:
Foreign Passport Number: _____
Country of Issuance: _____
☐ Employee obtained Form I-94-I-94A number within the U.S. or entered the U.S. without a foreign passport (see instructions)

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) (Under This) (Over This)
Last Name (Family Name) First Name (Given Name) Title
Address (Street Number and Name) City or Town State Zip Code
100 N 10TH AVENUE PHOENIX AZ 85007

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- Enter the document names from the drop down menus
- Click Continue
- If the document presented is a receipt, don't forget to click the "receipt" box

Section 2 - Employer Review and Verification

Please enter the employment information and the document(s) presented by the employee.
The employee must provide a photo ID to prove their identity.

Employee: Joe Doe
Employment Date: 5/11/2015 Auto Fill
Location: ACHMOAD-HUMAN RESOURCES DIVISION

[Review/Change Section 1 Information](#)
[View and Print or Email Employee Receipt](#)

Select the set of document(s) presented by the employee:
The employee must prove their identity and authorization to work in the United States by presenting to the employer either 1. List A OR 1. List B and 1. List C document.
A receipt indicating that an individual has applied for an initial Employment Authorization Document (Form I-766) or for an extension of an existing Form I-766 is NOT ACCEPTABLE proof of employment authorization for Form I-9. Receipts are NEVER ACCEPTABLE if employment lasts fewer than three business days.

☐ List A
List A proves identity AND work authorization: ☐ Receipt (e.g., replacement) [Under This](#)

☒ List B and C
List B proves identity: ☐ Receipt (e.g., replacement) [Under This](#)
List C proves work authorization: ☐ Receipt (e.g., replacement) [Under This](#)

☐ Employee terminated before completing I-9

Back Cancel Continue

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- Enter the document information
- Click Continue

Below is an example of what appears if “passport” (list A document) was selected at step 10.

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Home Privacy Policy Help Logout Test Two State of Arizona

Section 2 - Employer Review and Verification

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List A document - U.S. Passport or U.S. Passport Card

Issuing Authority: U.S. Department of State [Sample Document](#)

Passport #:

Expiration Date (mm/dd/yyyy):

Back Cancel Continue

Below is an example of what appears if “driver’s license and social security card” (list B and C documents) were selected at step 10.

Note the warning: acceptable social security cards should have nothing but the name and SSN of the new hire printed on them.

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Section 2 - Employer Review and Verification

Warning! DO NOT accept a Social Security Card stating "Not Valid For Employment"

The employer must examine the document(s) presented by the employee and record the issuing authority, document number, and document expiration date, if any.

List B document - Driver's License Issued by State or Possession with Photo

Issuing Authority: Choose the State or Territory on the Drivers License... [Sample Document](#)

Document #:

Expiration Date (mm/dd/yyyy):

List C document - Social Security Account Number Card Without Employment Restriction

Issuing Authority: Social Security Administration [Sample Document](#)

Social Security Number (XXX-XX-XXXX):

☐ The number on the document is the same

Back Cancel Continue

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- Check the “I have read and agree with the certification statement above” box.
- Digitally sign the I-9 by entering your PIN
- Click Continue

I-9 MANAGEMENT

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Employer Review

Please review the following information as it was entered. You can make changes to the information by clicking on the fields below the information.

Employee Information

Name: JIM DAI

Date of Birth: 01/01/1980

State of Birth: IL

Address: 1234 Main Street

Phone: 555-5555

E-mail Address: jimdai@company.com

Telephone Number: 555-5555

Employment Date: 01/01/2010

Work Status: A Citizen of the United States

Number/SSN: 123-45-6789

SSN: 123-45-6789

Allow Work Limit (Date): 12/31/2010

Foreign Passport Number: 123456789

Country of Issuance: United States

Obtained in the State: 01/01/2010

Document Information

List B document: Driver's License Issued by State or Possession with Photo

Issuing Authority: Illinois

Document #: 123456789

Expiration Date: 12/31/2010

List C document: Social Security Number Card Without Employment Restriction

Issuing Authority: Social Security Administration

Social Security Number: 123-45-6789

Number: 123-45-6789

SSN: 123-45-6789

Employer Certification Statement: [Sample Document](#)

I have read and agree with the certification statement above.

Back Cancel Continue

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E-Verify Employment Authorized Message

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- Various messages may appear at the top of the Employee Detail page. The most common is: Employment Authorized.
- Click on the view case details link

Employee Detail

Employment Authorized

E-Verify

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: Joe Dirt

Other Names Used:

U.S. Social Security Number: XXX-XX-4444

Date of Birth: 01/01/1962

Address: 1234 Clean Street
Phoenix, AZ 85007

[Change SSN](#)

2

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Close the Case

- Click on Close Case
- Answer YES or NO (most common answer is YES)
- Click on Close case

E-Verify History - Case Number: 1504081221401744

Please scroll to the [bottom](#) of the page to close.

Initial Verification (04/08/2015)

Name: Joe Dirt

Social Security #: XXX-XX-4444

Birth Date: 01/01/1962

Employment Date: 05/11/2015

Work Status: A Citizen of the United States

Alien Registration Number / USCIS Number: 1-94 #

Passport #:

Passport Country of Issuance:

Visa #: No visa number

Document Type: Driver's License Issued by State or Possession with Photo

Issuing Authority: Arizona

Document #:

Document Expiration Date: 12/31/2017

Initiated By: Test Two

E-Verify Company ID Number: 629537

Business Fee Delay: Initial query submitted on time.

Return Name:

Status: An error has occurred. (Should E-Verify Simulate Path: The 9th digit is not valid for the state Return Code- 2003)

[Back](#) [Close Case](#)

Select Case Closure Option

E-Verify requires that you confirm that the employee is or is not currently employed before you can close the case.

1. Select **Yes** or **No** to indicate if the employee is currently employed.
2. Select the closure option for this employee.
3. Click **Close Case**.

Is the employee currently employed?

☐ Yes - The employee **IS** currently employed with this company.

☐ No - The employee **IS NOT** currently employed.

[Back](#) [Close Case](#)

DHS or SSA Verification in process E-Verify Message

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- **DHS Verification in process**: the process may take up to 3 days. Check back on the status of this I-9 later. No further action is required at this time.
- **SSA Verification in process**: the process may take up to 3 days. Check back on the status of this I-9 later. No further action is required at this time.

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Tentative Non-Confirmation Process (TNC)

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- If E-Verify indicates a SSA or DHS Tentative Non-Confirmation
- First, review all the information entered in both sections 1 and 2 for accuracy. Correct any errors you may find.
- If no errors or typos are found in the I-9, contact the new hire and inform him or her that there is a discrepancy between the information provided on the I-9 and what is on file at either DHS (Department of Homeland Security) or SSA (Social Security Administration), the employee must be contacted and he/she must make a decision on how to proceed.
- The employee must decide whether or not they want to contact either the SSA or DHS to have the error corrected (Contest or Not Contest).

Employee Detail

SSA Tentative Nonconfirmation

E-Verify

Current Status: An error has occurred. (Invalid E-Verify Simulate Path: The 9th digit @ is not valid for this status)

This E-Verify case requires further action. Click [view case details](#) to review the case and take the appropriate action.

Name: Joe Dirt

Other Names Used:

U.S. Social Security Number: XXX-XX-4444 [Change SSN](#)

Date of Birth: 01/01/1962

Address: 1234 Clean Street
Phoenix, AZ 85007

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Employee Contests Tentative Non-Confirmation

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- If the employee wants to contest the finding, click on the Contest button.

Reason:

ACTION REQUIRED!

The SAMPLE Further Action Notices on this page are for INFORMATIONAL PURPOSES ONLY. They are only provided to help the employee decide to Contest or Not Contest the E-Verify results. When the employee makes their decision you MUST click on the appropriate button below. After clicking the appropriate button you MUST follow the steps listed on the E-Verify History page to actually refer the employee to SSA or DHS to close this E-Verify Tentative Nonconfirmation case. You MUST print the ACTUAL E-Verify documents on the E-Verify History page and provide copies to the employee.

E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.

[View Sample SSA Further Action Notice](#)

[View Sample SSA Further Action Notice \(Español\)](#)

[Back](#) [Contest](#) [Not Contest](#) [Close Case](#)

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- Review the I-9 information with the employee.
- Click Continue

Verify Case Information
Verify case information below and click Continue.

Initial Verification (04/09/2015)
 Name: Barney Rubble
 Social Security #: 003456723
 Birth Date: 01/01/1950
 Employment Date: 04/20/2015
 Work Status: A Citizen of the United States
 Alien Registration Number/USCIS Number:
 I-94 #:
 Passport #:
 Passport Country of Issuance:
 Visa #: No visa number
 Document Type: Driver's License Issued by State or Possession with Photo
 Issuing Authority: Arizona
 Document #:
 Document Expiration Date: 01/01/2025
 Initiated By: Test One
 E-Verify Company ID Number: 629537
 Reason for Delay: Initial query submitted on time.
 Return Name: Barney Rubble
 Status: SSA Tentative Nonconfirmation.
 Reason:

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- Check the box under # 3.
- Click on SSA or DHS Further Action Notice (English)- (depending on if the Tentative Non-Confirmation originates from SSA or DHS).

Home Privacy Policy Help Logout **State of Arizona**

SSA Referral - Case Number: 150409142728931

☒ Verify Information
 ☐ **Print Notice**
☐ Refer Employee
 ☐ Print Confirm
 ☐ Complete

Print & Give to Employee

1. Print the SSA Further Action Notice (FAN).
2. Review the SSA FAN privately with the employee.
3. Confirm you have given the employee a printed copy of the signed SSA FAN.
☒ I have notified the employee and given them a printed copy of the signed SSA FAN.
4. After these steps are complete, click the **Continue** button below.
5. E-Verify Further Action Notices have been translated into several languages and are available via I-9 Management Help.
6. I authorize my electronic signature to be applied to this E-Verify document being provided to the employee.

Notice

SSA Further Action Notice (English)
SSA Further Action Notice (Español)

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- Click on Refer Case

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SSA Referral - Case Number: 150409142728931

Verify Information Print Notice **Refer Employee** Print Confirm Complete

Refer Employee

The next step is to refer the employee to SSA.

To refer the employee to SSA click **Refer Case**

After clicking **Refer Case**, the employee has 8 Federal government workdays to visit SSA.

Back Cancel **Refer Case**

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- Click on the SSA (or DHS) Referral Date Confirmation link.
- The referral will print
- Review the Referral privately with the employee
- The employee must take this document when they visit the SSA (or DHS)
- Check the box under # 4
- Click Complete

Home Privacy Policy Help Logout Test One State of Arizona

SSA Referral - Case Number: 150409142728931

Verify Information Print Notice Refer Employee **Print Confirm** Complete

Print & Give to Employee

This employee was referred to SSA on 4/9/2015. The employee must visit a SSA field office within 8 Federal government workdays. To complete the referral process follow the steps below.

- Print the SSA Referral Date Confirmation.
- Review the SSA Referral Date Confirmation privately with the employee.
- Give the employee the SSA Referral Date Confirmation. The employee will need to take the letter to a SSA field office.
- Confirm you have given the employee a printed copy of the SSA Referral Date Confirmation.
☒ I have given the employee a printed copy of the SSA Referral Date Confirmation.
- After these steps are complete, click the **Complete** button below.
- E-Verify Referral Date Confirmations have been translated into several languages and are available via I-9 Management Help.

Confirm

SSA Referral Date Confirmation (English)
SSA Referral Date Confirmation (Spanish)

Complete

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- A Successful Referral message will display

Home Privacy Policy Help Logout Test One State of Arizona

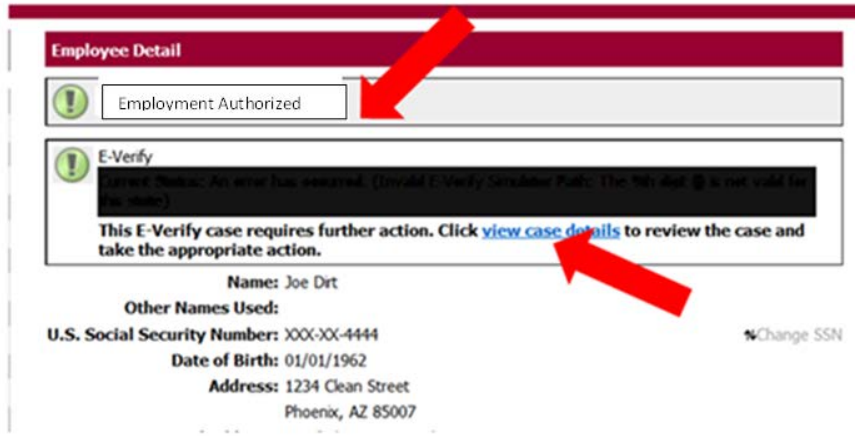
SSA Referral - Case Number: 150409142728931

Verify Information Print Notice Refer Employee Print Confirm **Complete**

You have successfully referred this employee to SSA.

[Return to Employee Detail Page](#)

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Successful Resolution of Tentative Non-Confirmation	
24	<ul style="list-style-type: none"> No further action is required by the Verifier until the employee advises that the issue has been corrected by SSA or DHS. When the employee advises that the issue is corrected, the Verifier must: Log into the application and look the employee up by completing steps 1 to 7 above. Ensure that the Employment Authorized appears on the Employee Detail page Close the case – follow step 14 above.  <p>The screenshot shows the 'Employee Detail' page. At the top, there is a green box with a checkmark icon and the text 'Employment Authorized'. Below this is an 'E-Verify' section with a yellow warning icon. The text in the E-Verify section reads: 'Current Status: An error has occurred. (Invalid E-Verify Database Entry: The first last ID is not valid for this state)'. Below this, it says 'This E-Verify case requires further action. Click view case details to review the case and take the appropriate action.' At the bottom, there is a section for 'Other Names Used:' followed by 'U.S. Social Security Number: XXX-XX-4444', 'Date of Birth: 01/01/1962', and 'Address: 1234 Clean Street, Phoenix, AZ 85007'. A link to 'Change SSN' is also visible.</p>
Unsuccessful Resolution of Tentative Non-Confirmation	
25	<ul style="list-style-type: none"> Being authorized to work in the USA is a condition of continued employment. If an employment authorized message cannot be received for the employee, he or she must be terminated. NEVER take any adverse action without consulting your agency's Human Resources Management.
Employee Does Not Contest Tentative Non-Confirmation	
26	<ul style="list-style-type: none"> Being authorized to work in the USA is a condition of continued employment. If an employee decides not to contest a tentative non-confirmation, the employee must be terminated. NEVER take any adverse action without consulting your agency's Human Resources Management.

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Uploading Documents and Photo-Matching

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- The application will prompt the Verifier to perform the photo-match action depending on what document information is keyed in section 2.
- When photo-matching is required, a **copy of the document must be uploaded to the I-9.**

Note: do not upload any documents for which the photo-match process is not required (for example: do not upload copies driver's licenses or social security cards).

- Certify that the photo displayed on your **screen** is the same one as the **document** presented by the employee. **DO NOT** directly compare the photo on the screen to the employee.

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- Upload a copy of the document to the I-9 case.
- Scan and e-mail yourself a copy of the document.
- Save the document to your computer.
- Click on the **BACK** button

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- Scroll down to the bottom of the screen.
- Click on Attach File

Form I-129 Filing Date:
 Audit Report: [View/Download](#)

Section 3 New I-9 **Upload Paper I-9** Send to E-Verify
 Colorado Affirmation Form Receipt Update

E-Verify

Origination Date: 04/09/2015
 Reason for Delay: Initial query submitted on time.
 Current Status Date: 04/09/2015
 Current Status: Employment Authorized.
 Photo Matching Document: Copy not obtained

IMPORTANT! For a case with Photo Matching you MUST retain a copy of the employee's document.
 You may either:
 1. Scan the document and attach the image to the employee's electronic Form I-9 by clicking the Attach File action in the I-9 History Section on the Employee Detail page, OR
 2. Copy the document and retain the hardcopy in a separate file.
 I attest that:
 ☐ A hardcopy of the employee's document has been made and retained.
 Update Status

! This employee has been authorized by E-Verify. To complete the process, click the **Close Case** button below.
 History... Close Case

I-9 History

Date/Entry	Type (click to view)	E-Verify	Actions
4/13/2015	Original I-9	View History	Attach File

Comments

Date	Short Description	Username
Add Comment		

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- Click on the arrow to select the name of the document
- Click on Browse and get the document saved on your computer
- Click on Upload

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Attach Document

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

File Information

Select document: U.S. Passport or U.S. Passport Card ☐ Receipt

Image file to attach: C:\Users\cbauer1\Pictures\... [Browse...](#) (TIF, GIF, JPG, PDF)

Document Name: U.S. Passport or U.S. Passport Card

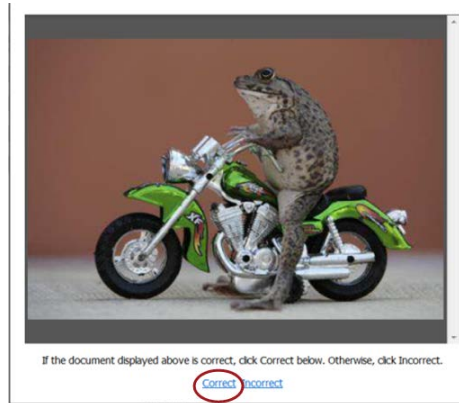
First Name: Brendon
 Middle Initial:
 Last Name: Small
 SSN: XXX-XX-3389

[Upload](#) [Finished](#)

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- Confirm that the photo you uploaded is the correct one for this case.
- If the photo is incorrect, click Incorrect and go back to step 30.
- If the photo is correct, click Correct



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- Click Finished

I-9 MANAGEMENT

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Attach Document

To upload a document do the following:

1. Select the document name from the drop-down list below. If you have a document to upload that is not listed in the drop-down, select the Other option and enter the document name in the box provided.
2. Use the Browse... button to select the image file of the document to upload. The image file must be a TIF, GIF, JPG, or PDF file.
3. Click the Upload button.
4. The document you uploaded is displayed and you must click Correct or Incorrect to proceed.
5. Upload the next document.
6. When all documents are uploaded you may click the Finished button.

If you are unable to upload documents do the following:

1. Click the checkbox above indicating you could not upload documents.
2. Click the Finished button.

Note: The maximum file size that can be uploaded is 1536 KB.

IMPORTANT! The documents you upload will NOT be saved until you click Finished. You may not click the Finished button unless you have:

- Uploaded all of the required documents, or
- Clicked the checkbox above indicating that you could not upload documents.

File Information

Select document:

Image file to attach:

(TIF, GIF, JPG, PDF)

Document Name:

First Name: Brandon

Middle Initial:

Last Name: Small

SSN: XXX-XX-2269

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- Verify that the “employment authorized” message displays.
- Close the case – see step 15 above.